



# TRAVEL TRAINING PROGRAM

## OVERVIEW

The Defense Travel Management Office (DTMO) provides a comprehensive set of resources for Military Services and Defense Agencies to conduct Defense travel training for all users and administrators.

## TRAINING RESOURCES

### E-Learning

Training is available in the following formats:

- **Web-based Training** – Provides self-paced, on demand instruction from your desktop
- **Distance Learning** – Offers an interactive environment using a combination of PowerPoint presentations and live demonstrations taught through a live instructor
- **Demonstrations** – Offers online simulations of DTS functions such as creating a voucher or authorization

### Instructor Resources

Resources and tools specifically designed for instructors or DTAs that can be used to enhance instruction of training courses

- **Courseware** - Instructor materials, available for both classroom and Distance Learning modules, are conveniently formatted for formal classroom or web-conferencing presentations. Classroom materials include instructor and student guides, and supporting PowerPoint demonstrations. Distance Learning materials include an instructor guide and a supporting PowerPoint demonstration. Instructor guides can be used as-is or customized to meet your training needs
- **Enterprise Web-based Training System (EWTS)** - Online practice tool that mirrors the live (production) DTS software. Participants can use EWTS to create and edit mock travel documents, build test organizations or routing lists, and much more

### Reference Materials

Valuable resources including manuals, quick references, guides and information papers that support travel training.

Travel training resources are available through Travel Explorer (TraX)

- Visit the *Training Center* to access web-based or Distance Learning courses and demonstrations
- Visit the *Knowledge Center* to access to instructor tools and reference materials
- To access TraX, register through Passport, DTMO's web portal at [www.defensetravel.dod.mil/Passport](http://www.defensetravel.dod.mil/Passport)

### Training Series:

- DTS Basics
- DTS Special Topics
- Defense Travel Administrator
- Authorizing Official and Reviewing Officials
- Finance Basics
- Programs and Policies

For a complete list of courses, visit the Training Center in TraX



**DEFENSE TRAVEL MANAGEMENT OFFICE**  
*The DoD Center for Travel Excellence*

\*Information current as of 7/07/2010

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)